



SACRAMENTO METROPOLITAN FIRE DISTRICT EMPLOYMENT OPPORTUNITY

POSITION: HUMAN RESOURCES ANALYST

SALARY: \$4,891-\$5,944 per month

JOB SUMMARY: Under general direction, performs assignments in the areas of recruitment and selection, promotional examinations, position classification and pay, labor relations, employee development, and special projects or assignments; conducts surveys and studies and analyzes data; prepares reports and recommendations, and validates and implements conclusions; assists in labor negotiations, the grievance process and related investigations; performs other duties as required.

MINIMUM QUALIFICATIONS:

Age: Must be at least eighteen (18) years of age.

Education: Graduate of an accredited four (4) year college or university with a Bachelors degree in Personnel Administration, Business Administration, Personnel Management or closely related field; professional and technical experience in personnel activities in a public or private agency or in an administrative position which includes responsibility for analysis of personnel actions.

Masters degree in Public Administration, Business Administration, Human Resources or Personnel; experience as a Personnel/Human Resources representative or equivalent in a fire or other public agency, desirable.

Experience: Four (4) years of experience that would require the application of the general and specialized knowledge and abilities listed as minimum qualifications.

Desirable: Bilingual ability.

Knowledge of:

- The functional responsibilities of a Human Resources office; principles and policies of human resources administration and management.
- Communication skills and techniques required for fact gathering, effective interviewing and counseling, group discussions and giving instructions.
- The principles and policies relating to position classification programs and the practices required conducting job analysis and preparing recommendations.
- Administrative practices for processing grievances.
- Public employee representation rights and management's responsibility and rights as a participant in employee-management relations.
- Federal and state legislation pertaining to Equal Employment Opportunity programs and practices, Affirmative Action and other related programs involving human resources functions.
- Investigative and conciliatory procedures used to resolve supervisory/employee differences.
- Interviewing techniques and other practices necessary for the development and implementation of screening and selection programs.
- Validation of new or alternate screening and selection examinations, techniques, and procedures.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public.
- Define challenged areas; collect, interpret and evaluate data; identify and evaluate abstract variables.
- Interact with personnel at all organizational levels and occasionally in stressful and/or confrontational situations requiring instructing, persuading and motivating people.
- Coordinate visual observation, oral and/or written communications into concise, descriptive written or oral formats that accurately describe/reflect continuity of thought.
- Initiate, plan and complete work assignments with a minimum amount of direction and control.

PHYSICAL REQUIREMENTS: Maintain physical ability and stamina to meet position tasks and responsibilities, including: see well enough to drive vehicles, read pertinent correspondence, fine print and Visual Display Terminals (VDT's); hear well enough to converse on the telephone and in person over noise; ability to use computer keyboards, operate office equipment, and drive vehicles. Physical abilities must be commensurate with the essential functions of the position.

No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

LICENSE: Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.

HEALTH EXPOSURE: This is a Department of Health and Human Services Category III position. Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

BENEFITS: The District offers a wide variety of programs covering health, dental, vision, life insurance, PERS retirement, vacation, sick leave, and paid holidays.

APPLICATION PROCEDURE: Employment Application and Job Announcement may be picked up and returned to:

Sacramento Metropolitan Fire District
Attn: Human Resources Division
2101 Hurley Way
Sacramento, CA 95825-3208

Monday thru Friday, between 8 AM to Noon and 1 PM to 5 PM, or you may visit the District's website at www.smfd.ca.gov. If you reside outside of the Sacramento Metropolitan area, an application will be mailed to you by calling 916-566-4432 or (916) 566-4433.

Final Filing Date: Friday, August 6, 2004, 4 PM. Faxes and Postmarks not accepted. Give the complete and exact job title as it appears on the job announcement; answer all questions and furnish all information requested on the application. Resumes and/or other material will not be considered in lieu of information requested on the application.

You MUST submit with the application a copy of a valid Department of Motor Vehicle File Copy, not over two (2) weeks old. No Exceptions!

SELECTION PROCESS: Application and supporting material will be used to select the best-qualified applicants for the qualification appraisal.

A qualification appraisal will be used to assess the candidate's skills, knowledge, training, and experience. The interview may consist of oral and/or written exercises and structured interview questions. Candidates who pass the interview will be placed on an eligibility list for appointment. The Fire Chief, when filling vacancies, will make a selection from those on the eligibility list.

Appointment is contingent upon passing a Background Check and a District paid pre-employment medical exam, which includes an alcohol/drug screening. Candidates who fail the pre-employment medical examination will have their names removed from the eligibility list. The District retains the right to either extend or abolish the eligibility list.

THE DISTRICT: The Sacramento Metropolitan Fire District was formed through the consolidation of the American River and Sacramento County Fire Protection Districts. The District is the largest local fire department in the County of Sacramento and the seventh largest fire agency in the State of California. The District is composed of residential, commercial, industrial and wildland areas, and is growing rapidly. The District staffs 41 Fire Stations, employing 534 suppression personnel and encompasses 417 square miles. The budget is approximately 118 million.

PROOF OF LEGAL RESIDENCE: Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, ALL new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the District.

**THE SACRAMENTO METROPOLITAN FIRE DISTRICT
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

**SACRAMENTO METROPOLITAN FIRE DISTRICT
HUMAN RESOURCES ANALYST
SUPPLEMENTAL QUESTIONNAIRE**

The Evaluation of Training and Experience is the first stage of the selection process. Responses to this supplemental questionnaire along with the Sacramento Metropolitan Fire District employment application will be evaluated on a competitive basis to determine which applicants will continue in the selection process. Therefore, it is important to provide specific information about your experience as it relates to the duties of this position. Lack of experience in a particular area will not necessarily disqualify an applicant, yet competitive candidates will have experience in most areas described in this application supplement.

CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE EXAMINATION PROCESS.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific relevant examples from your background. Omitted Information cannot be considered or assumed.

INSTRUCTIONS:

- On a separate sheet(s) of white paper, type your answers to the supplemental questions.
- Describe your work experience specifically, clearly, thoroughly, accurately, and succinctly.
- Sign and attach this form with your answer sheet(s) and submit with your completed application form.

NOTE: Provided that you are invited to interview, you may be asked at the interview to provide additional information to support or clarify your statements made on this application material.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment with the Sacramento Metropolitan Fire District.

Applicant Signature

Date

Place an "X" next to the task(s) you have performed. When completing your responses, please indicate with which employer this experience was acquired. Next to "Years" indicate the total number of years you have performed this task.

1. ☐ Describe your experience in Recruiting Candidates for Employment. Years: _____
2. ☐ Describe your experience in Developing Structured Oral Interviews Years: _____
3. ☐ Describe your experience in Developing Performance Examinations. Years: _____
4. ☐ Describe your experience in Developing Written Examinations. Years: _____
5. ☐ Describe your experience in Validation of Examinations. Years: _____
6. ☐ Describe your experience in writing Job Specifications and/or Position Descriptions. Years: _____
7. ☐ Describe your experience with Conduct/Grievance Related Fact Finding Years: _____
8. ☐ Describe your experience in advising Supervisors and Managers on Employee Discipline Problems. Years: _____
9. ☐ Describe your knowledge with the Fair Labor Standards Act (FLSA) Years: _____
10. ☐ Describe responsibilities in regards to Labor Negotiations. Years: _____



ADVERSE CONDUCT GUIDE

Listed below is a partial listing of criteria that may disqualify you from consideration for employment with the Sacramento Metropolitan Fire District. This list is not meant to be a full and complete list.

- Falsification/Omission of any portion of the application or personal history statement.
- Current use of any illegal drug, including prescription drugs not prescribed to applicant.
- Any illegal drug use within the past two (2) years.
- Convicted of any Domestic Violence offense.
- Felony conviction to include felony traffic offenses.
- Conviction for Driving Under the Influence of Alcohol (DUI), Driving Under the Influence of Drugs (DUID), or Driving While Ability Impaired (DWAI) within the last three (3) years.
- Dishonorable or Bad Conduct Discharge from the United States Armed Forces.
- Theft, dishonesty, and any other character issues that may bring discredit to you and/or your employment with the District, in the event you were given an offer of employment.

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having or have been engaged in illegal activities at this time, this information will likely bar you from further consideration for this position. If you are currently an employee of the Sacramento Metropolitan Fire District please be advised that any adverse admission may impact your current employment status. Illegal activities may also be reported to the law enforcement agency having jurisdiction where the activity occurred.